



# Ringwood School

## **PROVIDER ACCESS POLICY 2021 - 2022**

### **Introduction**

This policy statement sets out Ringwood Schools arrangements for managing the access of providers to pupils at the school for the purposes of giving them information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

### **Student entitlement**

Students in Years 7-13 are entitled:

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

Where face to face is not possible virtual / online alternatives will be offered.

### **Management of provider access requests**

#### **Procedure**

A provider wishing to request access should contact: **Mrs B Baker, Careers and Aspirations Lead:**  
Telephone: 01425 475000 / Email: [bbaker@ringwood.hants.sch.uk](mailto:bbaker@ringwood.hants.sch.uk)

#### **Opportunities for access**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school (or virtually as needed) to speak to pupils and/or their parents – APPENDIX I: ANNUAL CALENDAR OF EVENTS

Please speak to our named Careers Lead to identify the most suitable opportunity for you. Ringwood Schools policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our website [www.ringwood.hants.sch.uk](http://www.ringwood.hants.sch.uk)

#### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Co-ordinator. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Co-ordinator who will distribute the relevant information to pupils.

### **APPENDIX I: ANNUAL CALENDAR OF EVENTS**

**Last review date: July 2021**

**Next review due: July 2022**

**Person Responsible: B Baker**

## APPENDIX I: ANNUAL CALENDAR OF EVENTS 2021/2022

<b>All Year Groups</b>	Opportunities for a variety of assemblies / information sessions / workshops / mentoring throughout the academic year (virtual / online as needed)
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### KEY STAGE 3

<b>Year 7</b>	<p>Intro to Careers team, importance of careers in learning, sign post website to consider plans, skills and qualification for the future</p> <p>Career links to the curriculum</p> <p>My choices - Talks from interns</p> <p>Careers PSHE Unit - personal qualities and skills , how to develop skills such as team work, communication, problem solving and creativity, how to challenge stereotypes and discrimination</p> <p>Science Careers task</p> <p>Personal finance - How to make safe financial choices including saving, spending and budgeting</p>
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<b>Year 8</b>	<p>Introduction to the website, LMI, Skillsometer and Careersometer, laws and by-laws relating to working hours</p> <p>Personality tests – linking to Careers</p> <p>Career links to the curriculum programme</p> <p>Science Careers task</p> <p>Careers PSHE Unit - Equality of opportunity in life and work, employment, self-employment and voluntary work</p>
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<p><b>Year 9</b></p>	<p>LMI, what have you learnt in careers so far</p> <p>Apprenticeship and future options talk</p> <p>Careers Fair</p> <p>Career links to the curriculum programme</p> <p>Apprenticeship Fair</p> <p>Intro to Sixth form - taster class - awe and wonder</p> <p>Languages and careers</p> <p>Different types of Industry</p> <p>My choices talk</p> <p>Careers PSHE Unit – Including: enterprise, job sectors, recruitment and employability, Careers, personal finance, personality quiz, CVs, volunteering/enrichment, transferable skills, post 16 choices and decision making</p>
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## KEY STAGE 4

<p><b>Year 10</b></p>	<p>Introduction to the website, LMI, Skillsometer and Careersometer</p> <p>Careers Fair</p> <p>Work experience information session - what to look for</p> <p>Interview skills - form time programme</p> <p>Career links to the curriculum</p> <p>Practice interviews</p> <p>Apprenticeship Fair</p> <p>Personality tests – links with Careers and LMI</p> <p>Options after GCSE</p> <p>Apprenticeship and Sixth Form talk</p> <p>Work Experience</p> <p>Work experience reflection</p> <p>CV writing</p> <p>My choices talk</p> <p>Careers in the Curriculum</p> <p>Personal Career Guidance</p> <p>Careers PSHE Unit - strengths and interests in relation to career development, positive personal presence online, work experience preparation, learning about opportunities in learning and work, and responsibilities in the work place</p>
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<p><b>Year 11</b></p>	<p>Yr 11 parents talk - expectations, time line, unifrog, sixth form, careers</p> <p>Introduction to Unifrog</p> <p>Careers Fair</p> <p>CV writing</p> <p>Interview skills programme</p> <p>Peer practice interviews</p> <p>Work experience - take your child to work day</p> <p>Intro to Sixth form - tea time taster class</p> <p>Apprenticeship Fair</p> <p>Career links to the curriculum</p> <p>Personal Career Guidance</p> <p>Apprenticeship Information for parents</p> <p>Apprenticeship and University Talk</p> <p>Careers in the Curriculum</p> <p>Careers PSHE Unit - SMART targets, application processes, interview techniques, post 16 and career pathways, finance and debt.</p>
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## KEY STAGE 5

<p><b>Year 12</b></p>	<p>Employability skills</p> <p>Understanding data and how it helps next steps</p> <p>Oxbridge Aspiration Day</p> <p>Higher Education Evening - Aim Higher</p> <p>JP Morgan open door event</p> <p>Personality tests linking to careers</p> <p>What next programme</p> <p>Work experience</p> <p>Apprenticeship / not going to University evening</p> <p>Higher Education Convention</p> <p>Higher Educations programme, workshops</p> <p>CV writing, personal statements, UCAS support</p> <p>Apprenticeship and Gap year presentations</p> <p>Unifrog - next steps weekly programme</p> <p>Careers Fair</p> <p>Apprenticeship Fair</p> <p>Career links to the curriculum</p> <p>Personal Career Guidance</p> <p>My choices talks</p>
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<p><b>Year 13</b></p>	<p>Reference writing assemblies</p> <p>Personal statement support</p> <p>Student finance / money matters workshop</p> <p>Apprenticeship and Gap year presentations</p> <p>Mock interviews</p> <p>Oxbridge Aspiration Day</p> <p>Money matters part 2</p> <p>JP Morgan open door event</p> <p>CV completion</p> <p>Applications for employment and apprenticeship support</p> <p>Preparation for University</p> <p>Post exam service</p> <p>Careers Fair</p> <p>Apprenticeship Fair</p> <p>Career links to the curriculum</p> <p>Personal Guidance</p>
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